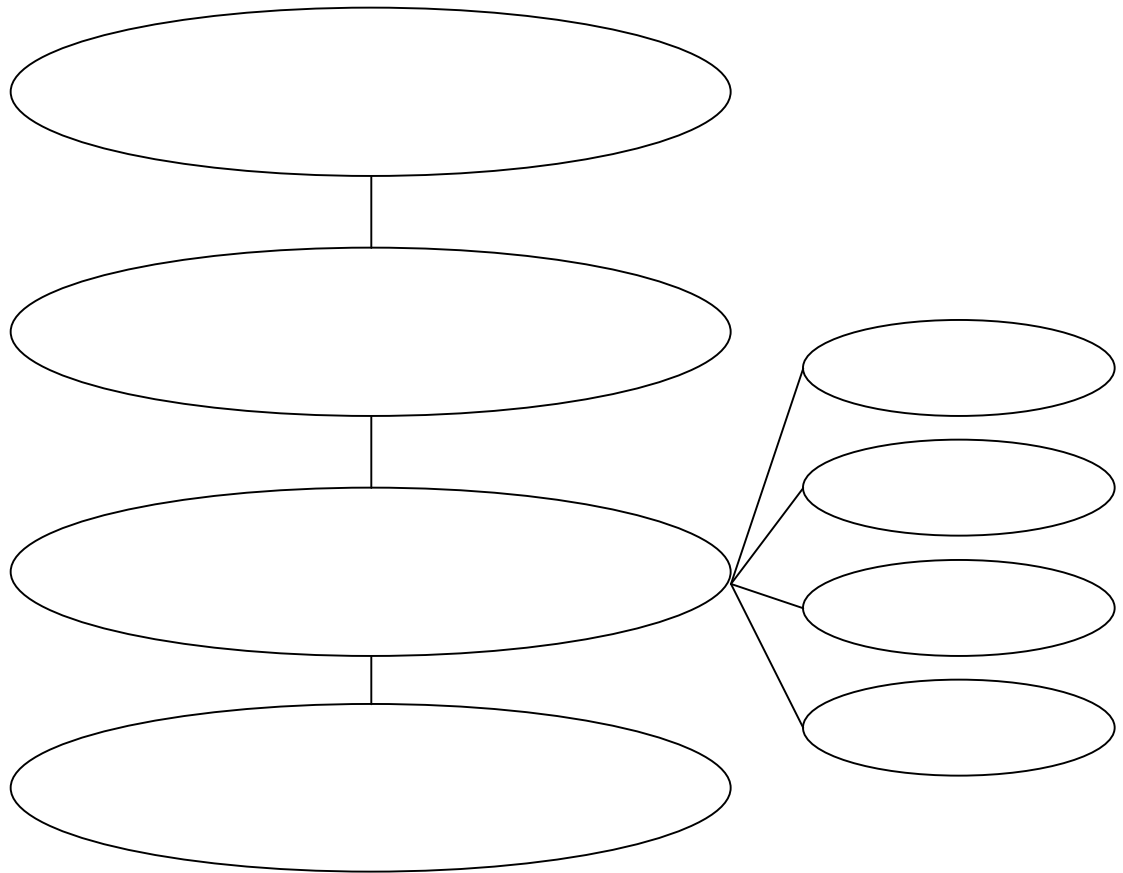


Chapter 13

Parts of a paragraph



Active voice – subject is acting
Passive voice – subject is being acted upon
Clarity – expressing ideas as clearly as possible
Focus – a meaningful and interesting way to write about the subject/the main idea of your paper
Unity – oneness; when every sentence in a paragraph relates to the topic; paragraph flows smoothly
Emphasis – to stress/give more attention to something
Coherence – logical connection/some sequence (use direct reference & transitional expressions)
Elaboration – explains the thesis completely (details, reasons, evidence)
Wordiness – repetitions of words
Cliché – overused word/phrase
Triteness – overused expression that has lost its meaning
Jargon – language used by certain groups
Euphemism – using a less offensive phrase
Flowery language – using more/bigger words than needed
Deadwood – filling up space without adding anything worthwhile to your piece
4 structures: simple, compound, complex, compound-complex
4 kinds – declarative, imperative, interrogative, exclamatory

Writing process

1. Generate ideas
2. Write rough draft
3. Responding/advising
4. Revising
5. Editing & refining
6. Proofread & polish

Chapter 13

Parts of a composition

